2008-09

Time: 3 hours

Full Marks: 80

Candidates are required to give their answers in their own words as far as practicable.

The figures in the margin indicate full marks.

Answer from both the Groups as directed.

Group – A

(Compulsory)

Answer all questions: \(2 \times 10 = 20\)

1. Select the correct option from the following:
   (i) The function of elements of management are
Planning, Organising, Staffing, directing, Coordinating, Reporting and ________.

(a) Co-operating
(b) Correcting
(c) Budgeting
(d) None of these

(ii) The catch word ‘POSDCORB’ was adopted by:

(a) Henri Fayol
(b) Luther Gullick
(c) F. W. Taylor
(d) J. W. Schulze

(iii) Who gave the slogan ‘Right book to the right reader at the right time’?

(a) C. A. Cutter
(b) Melvil Dewey
(c) J. F. K. Drury
(d) S. R. Ranganathan

EL – 4/1 (2) Contd.
(iv) Dr. S. R. Ranganathan divides management functions into _______ components.

(a) Five
(b) Seven
(c) Eight
(d) Nine

(v) The standard size of an Accession Register is:

(a) 16” × 13”
(b) 10” × 15”
(c) 12” × 15”
(d) 15” × 20”

(vi) Esprit de corps implies:

(a) Unity of command
(b) Avoiding of chaos
(c) Rewards to employees
(d) Clarity of work
(vii) 14 Principles of Management are identified by:

(a) Henry Fayol
(b) F.W. Taylor
(c) Mayo
(d) None of these

(viii) MBO is introduced by:

(a) Peter Drucker
(b) Gullick
(c) Anthony
(d) Koontz

(ix) Acronym 'POSDCORB' is coined by:

(a) L. Gullick
(b) Ludwigvon
(c) Mary Follet
(d) Keith

(x) Who is the father of Scientific Management?

(a) Mayo

EL – 4/1 (4) Contd.
(b) MC Gregor
(c) F.W. Taylor
(d) Louis Brandies

Group – B
खण्ड – ब

Answer any four questions:
किन्हीं चार प्रश्नों के उत्तर दे:

2. What is Library Management? Discuss its various principles. 15
पुस्तकालय प्रबंधन से आप क्या समझते हैं? इसके सिद्धांतों की चर्चा कीजिए।

3. Name the different methods of circulation of Books. Explain New York System. 15
पुस्तक के आदान-प्रदान करने की विधियों का नाम लिखिए।
न्यूयॉर्क विधि की व्याख्या कीजिए।

4. 'Best books for the largest number at the least cost' — who is the propounder of this theory? Elucidate it. 15

EL – 4/1 (5) (Turn over)
5. What is binding? What are its different types?

6. State the objectives of preservation of library materials.

7. What are the various methods of stock verification in the Library? Discuss.

8. Explain the element of Library Management.

9. Explain the basic principles of design of a library building.

EL – 4/1 (6) Contd.
10. Write short notes on any three of the following:

5 x 3 = 15

निम्नलिखित में से किन्ही तीन पर संक्षिप्त टिप्पणियाँ लिखें:

(a) Esprit De Corps
(b) MBO
(c) Accession Register
(d) Binding